



IDAHO TRAINING OVERSIGHT COMMITTEE ANNUAL OPERATING PLAN AND CHARTER 2003



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2003
IDAHO TRAINING OVERSIGHT COMMITTEE
ANNUAL OPERATING PLAN

I. MEMBERSHIP DEFINITION

This committee exists under the authority of the Great Basin Fire and Aviation Training Committee (GBTC). As signatories, the Bureau of Land Management represents the Department of Interior agencies, Region 4 Forest Service represents USDA Forest Service, Idaho Department of Lands represents all entities within the Idaho Zone (that part of Idaho and Wyoming within the Eastern Great Basin Geographic Area). Associate members and Technical Specialists under representation from their corresponding agency may provide expertise throughout the various aspects of the committee workload.

- A. **Board of Directors** are individuals designated by this Annual Operating Plan (AOP) signatory authority to execute and administer all aspects of this oversight committee. Each Director represents their agency and provides expertise in the same. Board Member designees are delegated the voting privilege for the operational and implementation aspects of the program. The Board will maintain oversight as delegated through the authority of the Idaho Training Oversight Committee (ITOC) Charter and designated by this instrument.
- B. **Local Training Cooperatives** are local groups that conduct needs assessment, provide local training, and report accomplishments. They solicit and review nominations for submission to ITOC for Great Basin, the National Advanced Resource Technology Center (NARTC), and Out-of-Area courses. They disseminate training-related information, and gathering training-related issues from the general members to forward onto the ITOC.
- C. **General Membership:** the individuals within the Idaho Zone (Zone) that represent the local wildland and structural fire training and employee development programs.
- D. **Affiliates** are subject matter specialists with specific technical expertise that can contribute to the mission of this organization. These individuals do not represent the local wildland and structure fire training and employee development programs, but rather represent geographic and national programs.

II. ROLES AND RESPONSIBILITIES

Board of Directors - maintain delegated responsibility for collaborative execution of program expectations. Maintain formal authority, control, and accountability for application of the ITOC

program. Within the authority provided and collaborative limitations of each agency; improve Idaho training coordination and effectiveness, formally administer actions to resolve barriers through improved coordination, document meetings, actions, and decision, elevating appropriate resolution and proposals to the GBTC. Provide informational updates to related field entities and maintain a records management system that supports the existence of the program and defends the decision records on file. The directors to be chosen for the ensuing year shall be selected by the agency program managers and delegated the Board Officers' duties and commitments. Vacancies in the Board of Directors shall be filled by the agency program manager or designee.

Board membership consists of three primary members. The PTE Representative will attend Board of Director Meetings, but will not have a vote or serve as an officer.

The chairperson is selected by rotation and is responsible for scheduling committee meetings, setting the agenda, and serves as the Zone representative to the GBTC.

The Chair and Vice-Chair rotation among primary members starts as follows:

- ✓ Bureau of Land Management
- ✓ US Forest Service
- ✓ Idaho Department of Lands

The Chairperson will serve for two years. The Vice-chairperson will serve for two years followed by two years as chairperson.

For the positions of:

- ✓ Chair
- ✓ Vice Chair

A director may be removed when sufficient cause exists for such removal by respective Agency Fire Manager. The Board of Directors will designate a facilitator as needed.

Additional responsibilities:

1. Drafts and updates the AOP, Addendum/s, and Charter
2. Implements, applies, and carries out the ITOC By Laws.
3. Establishes achievable goals, expectations, and workload
4. Integrates sub-committee participation in proposals and resolution of issues
5. Sets reporting requirements, reviews, and submits reports to ITOC signatories
6. Embody voting authority for their respective agency
7. Attends Board of Director Meetings
8. Services as a sub-committee leader or member, as appropriate
9. One member will be appointed as Idaho's representative to GBTC.

Local Training Cooperatives provide expertise in training and employee development. They implement operational aspects of their training program, as part of the overall Zone program

coordinated by ITOC. Additional responsibilities:

1. Attends the ITOC Training Cooperative meetings
2. Provides input to the committee on issues, opportunities, and challenges
3. Disseminates information to their respective groups
4. Serves as a sub-committee leader or member, as appropriate
5. Submits the Great Basin, out-of-Geographic Area and NARTC training for their local training cooperative to ITOC Board of Directors.
6. Does not have voting authority

General Membership - provide professional expertise knowledge and ideas for the committee. Implement operational aspects of the program concurrent with decisions by the Board of Directors. For complete list, refer to Appendix A, Part III. Additional responsibilities;

1. Attends the ITOC General Membership meetings (not mandatory)
2. Provides input and issues for discussion to their designated representatives
3. Disseminates information to their respective groups
4. Serves as a sub-committee member, as appropriate
5. Does not have voting authority

Affiliates - provide subject matter expertise in their representative area that adds to the knowledge base of the committee. Incorporates the geographical and functional link between the Zone level coordination of this oversight committee with other Geographic Area Interagency Training Units as well as National Training Units through the GBTC. As appropriate, provide informational updates to their respective agency affiliations on a routine basis. Additional responsibilities:

1. Attends the ITOC General Membership meetings (not mandatory)
2. Disseminates information to their respective groups
3. Serves as a sub-committee member, as appropriate
4. Does not have voting authority

Sub-Committees – Sub-committees, both formal and ad-hoc, may be designated and convene by Board-level approval.

III. MEETING SCHEDULES

- A. Board Meetings:** Board Members agree to meet at least twice a year, once in the Spring and once in the Fall. Other meetings/conference calls will be scheduled as needed to conduct committee business. See Appendix B - Annual Meeting Schedule.
- B. ITOC Training Cooperative Meetings:** Associate Members agree to meet at least twice a year, once in the Spring and once in the Fall. Other meetings will be scheduled as needed to conduct committee business. See Appendix B - Annual Meeting Schedule.
- C. General Forum,** meetings as designated and displayed on an annual schedule. See Appendix B - Annual Meeting Schedule.
- D. Sub-Committee,** meeting schedule as designated and arranged on an as needed basis, with the exception of the Idaho Zone Training Sub-Committee who meets

every fall. See Appendix B - Annual Meeting Schedule.

IV. OPERATING PROCEDURES

A. Order of Business

1. Roll call.
2. Reading of the minutes of the preceding meeting.
3. Reports of committee.
4. Reports of officers.
5. Old and unfinished business.
6. New business.
7. Bin Items.
8. Adjournments.

B. Sub-Committee Designation

1. See Appendix C for initial and specific designation of sub-committees.

C. Documentation and Records Management

1. Minutes, reports, and decision records of all meetings will be archived and available to members.
2. A recorder may be appointed at the discretion of the Chair.

V. DURATION AND UPDATES

- A. This ITOC Charter is to be revised every five (5) years.
- B. This ITOC AOP is to be reviewed, updated and approved on an annual basis. Annual review and update will be completed by March 20th of each year.
- C. Any party shall have the right to terminate their participation under this Operating Plan by providing 30-day advance notice to the other parties.

VI. APPENDICES

Appendix A– Committee Membership

Appendix B– Annual Meeting Schedule/s

Appendix C– Sub-Committee Designation – To Be Developed

Appendix D– Non-Fund Obligation Document

Appendix E – Update Record

Appendix F– Definitions – To Be Developed

Appendix G– ITOC Illustration

Appendix H- Training Nomination Process for Great Basin, Out-of-Geographic Area and NARTC Courses

Appendix I – Local Sponsorship of Upper-Level NWCG Courses

Appendix J– Contact List

Appendix K – Annual Calendar

Idaho Training Oversight Committee Charter

Mission Statement

The Idaho Training Oversight Committee (ITOC) is established under the Great Basin Fire and Aviation Training Committee (GBTC) to coordinate training and to strengthen the links with municipal and rural fire departments, and Idaho's Professional-Technical Education system (PTE).

Role Statement

The ITOC coordinates training activities within the Idaho Zone (that part of Idaho and Wyoming within the Eastern Great Basin Geographic Area) and shares information with Northern Idaho Zone Training Committee.

The ITOC has two primary functions that are addressed separately. These functions are 1) oversight and coordination of intrastate fire training including the involvement of the Idaho Emergency Services Training Program (EST) and institutions of higher learning, and 2) the role of the Idaho Zone Training Committee.

To fulfill the first function, it is the intention of this charter to formalize and maintain a coalition of interagency and department representatives for the purpose of increasing coordination, communication, delivery and reporting of training accomplishments throughout the Idaho Zone (Zone). The mission is to merge existing local area, Agency, and Department training programs with the intent of providing a focal point of coordination for Zone training efforts. Inclusion of the PTE within the functional aspects of this oversight group adds a high degree of professionalism, correlation between Statewide structural and wildland fire training, and adds a higher degree of expertise within these dynamic programs. Insertion of this oversight Board and associate members within the existing Idaho training framework better supplements existing training processes and adds a formal level of coordination to address training issues and offer a combined approach increasing academic and operational effectiveness. This committee representation would also sustain better coordination with existing Regional and State training programs adjoining Idaho. Emphasis will be placed on committee effectiveness, efficient and timely coordination, maintaining an academic program emphasizing firefighter and public safety, and strengthening relations throughout the southern portion of the State with regards to the National Fire Plan (NFP).

In the role of the Idaho Zone Training Committee, ITOC interfaces with the GBTC, processes nominations for Great Basin Training, prioritizes the nominations for Great Basin, National Advanced Resource Technology Center (NARTC) or training outside the Geographic Area, and sponsors additional 300 or 400 level training for the Great Basin

Training Unit (GBTU) when necessary. In the role of the Idaho Zone Training Committee, ITOC coordinates the efforts and becomes the focal point for wildland fire training sub-committees from the General Membership, such as North Central Idaho Interagency Training Cooperative (NCTC), Southwest Idaho Interagency Wildland Fire Training Cooperative (SWIFT), Eastern Idaho Interagency Fire Training Cooperative (EFTC), South Central Idaho Interagency Training Cooperative (SCTC), and the National Interagency Fire Center (NIFC) in relation to Great Basin training as well as the Idaho Emergency Services Training. One of the appointed members of the ITOC Board of Directors will be designated to represent southern Idaho on the GBTC.

Purpose

- Identify, summarize and prioritize Zone fire and aviation training needs.
- Report on training accomplishments within the Zone.
Coordinate local training courses throughout the Zone.
Strengthen the links with municipal and rural fire departments, and PTE.
- Gather and distribute training schedules for all agencies and cooperatives within the Zone.
- Ensure that all training meets National Wildfire Coordinating Group (NWCG) or National Fire Protection Association (NFPA) standards.
Advance innovative course delivery systems to provide efficient and effective training.
- Provide coordination and prioritization of NARTC, Great Basin Training, and out-of-area training nominations.
- Maintain a source list of qualified interagency instructors.
- Provide an interagency forum for discussion and recommendations for fire and aviation training related issues.

Membership

The membership of the ITOC shall consist of representatives from each of the following agencies within the Zone:

- U.S. Forest Service- Region 4
- Bureau of Land Management – Representing Department of Interior Agencies within southern Idaho
- Idaho Department of Lands representing the southern portion of the State of Idaho
Idaho Professional-Technical Education System

(Municipal, Rural, and other Agencies involved in wildfire suppression within the Idaho Zone)

Officers

Board membership consists of three Primary members and one Ad-hoc member. The PTE Representative serves as the Ad-hoc member. The chairperson is selected by rotation and is responsible for scheduling committee meetings, setting the agenda, and serves as the Zone representative to the GBTC.

The Chair and Vice-Chair rotation among primary members starts as follows:

- Bureau of Land Management
- US Forest Service
- Idaho Department of Lands

The Chairperson will serve for two years. The Vice-chairperson will serve for two years followed by two years as chairperson.

Meetings

The committee shall convene bi-annually or more often as needed.

Funding

This charter does not authorize exchange of funds. Any exchange of funds would require drafting of a separate agreement by representatives of the parties involved.

Signatures and Approval



Brian Shiplett – Idaho Department of Lands
Bureau Chief, Fire Management

2/25/03

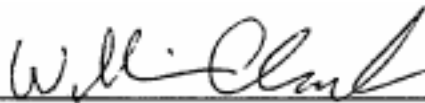
Date



Mike Dudley – USFS R4 Forest Service
Director of Fire and Aviation Management

2/19/03

Date



William Clark – Bureau of Land Management
State Fire Management Officer, Idaho Fire & Aviation Management

2/19/03

Date